

# **FOSDEM 2023 BUILD-UP**

J BUILDING

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# Useful information

## **Rooms**

- Janson
- J.1.106

# **BUILD-UP**

FRIDAY

## **General timeline**

### **FOSDEM -1 week**

- Etat des lieux with team of Arnaud Slotte.

### **Thursday**

#### **17:00 – 20:00**

- Load vans at the office with Ulysses. We provide food.

### **Friday**

*(Provide your own lunch.)*

#### **08:30**

- Primary building person arrives at ULB and waits.

#### **08:30 – 12-30**

- Rentevent delivery at ULB (building K & building H).
- Solucious Delivery at ULB (building K).

#### **11:00 – 12:00**

- Delivery and installation walkie-talkies (Walkies4Events).

## **11:00**

- Staff arrives at ULB.
- Open Kitchen and NOC (ULB 7).

## **11:00 – 12:00**

- Transportation drop off (K and H).
- Prepare for build-up:
  - Check all rooms and buildings are open (except the ones that are not yet available).
  - Grab a bite of food.
  - Exchange phone numbers unless the repeater already works.

## **12:00**

- Volunteers should arrive at campus for buildup tasks

## **12:00 - 18:00**

- Build-up.
- Catering vans might arrive.
  - Wafels & zo (14:00).
  - Melis Events (14:00).

## **18:00 - 18:30**

- Collection of all volunteers in K. Build-up should be finished.

- Catering orders food (Chinese): vegan and non-vegan; ask allergies.

### **18:30 - 19:30**

- Dinner.

### **19:30 - 22:00**

- Finishing touches (mostly network and video). Most volunteers go home.



## Equipment checklist

<b>What</b> should you have?	<b>Where</b> should it be?	<b>Who</b> should give it to you?	<b>Do you</b> have it?
4 Welcome to J building (A1)	H+1	Signage	
8 What's going on in J (A1) <ul style="list-style-type: none"> <li>• 4 Saturday</li> <li>• 4 Sunday</li> </ul>	H+1	Signage	
Devroom signs (A4 in folder)	H+1 (Box 55)	Signage	
Box 73 (poles)	H+1	Equipment	
Box 76 (building box)	H+1	Equipment	
Box 77 (broom sticks)	H+1	Equipment	

## People checklist

Who should be there?	Are they here?
FOSDEM Staff	
12 FOSDEM volunteers	

## Task checklist

<b>What</b> should be done?	<b>When</b> should it be done?	<b>Who</b> should do it?	Has it been <b>done</b> ?
Cover University announcement boards with brown paper. Do not cover vending machines.	<b>12:00 – 18:00</b>	Volunteers	
Put devroom folders in Janson (auditorium).	<b>12:00 – 18:00</b>	Volunteers	
Use safety tape to cordon off each fire exit and all fire equipment.	<b>12:00 – 18:00</b>	Volunteers	
Tape signs to auditorium. <ul style="list-style-type: none"> <li>• Full/Empty spaces</li> <li>• Name of the room</li> </ul>	<b>12:00 – 18:00</b>	Volunteers	
Add What's going on and Welcome to signs. <ul style="list-style-type: none"> <li>• See map.</li> <li>• 1 in the corridor at the back entrances (top).</li> <li>• 1 in the corridor at the back entrances (middle).</li> </ul>	<b>12:00 – 18:00</b>	Volunteers	

<ul style="list-style-type: none"> <li>• 1 in the main corridor.</li> <li>• 1 at the entrance from H.</li> <li>• Note that “What’s going on” is different between Saturday and Sunday.</li> </ul>			
Put glass recycling boxes at every entrance (top, middle, H).	<b>12:00 – 18:00</b>	CI	
Set up the network.	<b>12:00 – 18:00</b>	Network team	
Set up the video system.	<b>12:00 – 18:00</b>	Video team	
Tape off all cables that run over floors or corridors with gaffer tape (do not use duct tape).	<b>12:00 – 18:00</b>	Volunteers	

# **TEAR-DOWN**

SUNDAY

# General timeline

## Sunday

### 15:00

- BR meeting in K.4.401. Change walkie-talkie batteries.
- BR check on their buildings to ensure that stands/devrooms are aware of tear-down. Make sure the collection points have everything they need.
- BR estimates how many volunteers they need for their building. Contact volunteers team.

### 16:00 – 20:00

- Tear-down. There is an order in clearing out the buildings: start with AW and U; move to H, F and J; finish with K. Apart from Janson, K-1 and lower H, cleanup starts at 17:00. K-1, Janson and lower H start as soon as the closing talk finishes (~18:00).
- Catering vans will leave. They take care of themselves usually.

### 20:00 – 20:30

- Collect volunteers in K for volunteer dinner.

### 20:30 – 20:45

- Sweep K. Garbage out.
- Volunteers leave.

**21:00**

- Staff dinner.

**22:00**

- CI closes the bar(s).

## **Monday**

**08:30**

- Primary building person arrives at ULB. Waits for RentEvent to pick stuff up.

**17:00 – 20:00**

- Unload vans at the office. Boxes stacked according to the label; and with the label in front.
- We provide food.

## Equipment checklist

<b>What</b> should you bring back?	<b>Where</b> should it go?	Is it <b>where</b> it should be?
4 Welcome to J building (A1)	Garbage	
8 What's going on in J (A1)	Garbage	
Devroom signs	H+1 (Box 55)	
Box 73 (poles)	H+1	
Box 76 (building box)	H+1	
Box 77 (broom sticks)	H+1	



## People checklist

Who should be there?	Are they here?
FOSDEM Staff	
12 FOSDEM volunteers	

## Task checklist

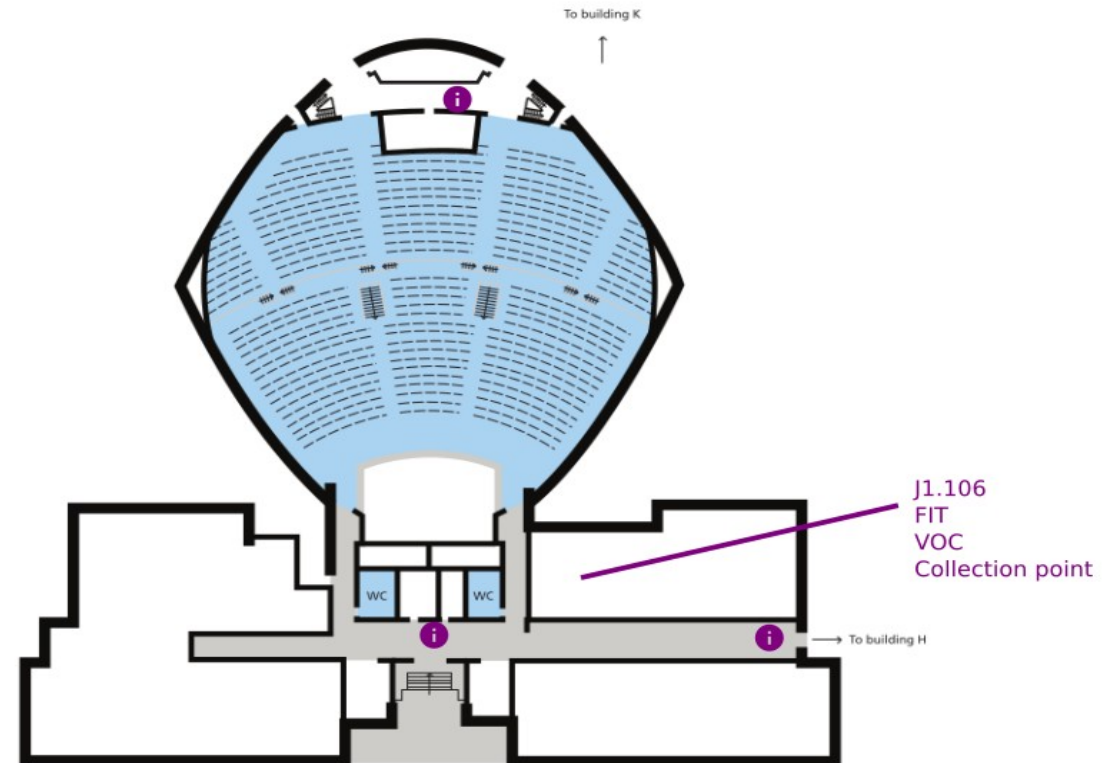
<b>What</b> should be done?	<b>When</b> should it be done?	<b>Who</b> should do it?	Has it been <b>done</b> ?
Change signage from Saturday to Sunday. <ul style="list-style-type: none"> <li>• Devroom signs (should be in Devroom folder).</li> <li>• What's going on.</li> </ul>	<b>07:00 – 09:00</b>	Signage volunteers Staff	
All hands meeting in the FIT room (K).	<b>15:00</b>	Staff	
Swap walkie-talkie battery.	<b>15:00</b>	You	
Do a round of all devrooms informing them of clean-up instructions. <ul style="list-style-type: none"> <li>• They should clean-up from 17:00 and finish by 18:00.</li> <li>• They should sweep the room, remove all the trash and take the full trash bags to the containers outside.</li> <li>• Brooms, dust pans and garbage bags can be gotten from the Infodesk.</li> </ul>	<b>16:00 – 17:00</b>	You	

<ul style="list-style-type: none"> <li>• Laminated signs that are in the Devroom must be put in the folder and handed to the Infodesk.</li> <li>• Video and network should not be touched.</li> </ul>			
Remove all FOSDEM stuff. <ul style="list-style-type: none"> <li>• Brown paper</li> <li>• FOSDEM signage</li> <li>• Devroom signs</li> <li>• All tape</li> </ul>	<b>18:00 – 19:00</b>	Volunteers	
Put FOSDEM equipment in the boxes (if it came out of a box). People will come from other buildings with stuff, make sure it is in the right box.	<b>17:00 – 19:00</b>	Staff Volunteers	
Load the vans with boxes. Follow the instructions of the transportation team.	<b>17:00 – 19:00</b>	Volunteers	
Put all carts and all stuff in H+1 for collection.	<b>18:00 – 19:00</b>	Volunteers	
Sweep floors, empty garbage bins, clean out devrooms, auditoria, corridors and whatever seems dirty.	<b>17:00 – 19:00</b>	Volunteers	

Remove network. <b>Only</b> after a go from the network team.	<b>18:30 – 19:30</b>	Network team Volunteers	
Remove video. <b>Only</b> after a go from the video team.	<b>18:30 – 19:30</b>	Video team Volunteers	
Send volunteers to K when finished.	<b>18:30 – 19:30</b>		

# MAPS AND LISTS

## General map



**BUILDING J**  
**ROOM JANSON**